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30 January 1969

**MEMORANDUM FOR: Chief, Support Services Staff****SUBJECT : Records Program Services Provided Other Agencies**

1. The following Records Management Services are provided by CIA to other Agencies on a continuing basis:

- a. In June 1961 Mr. McGeorge Bundy formally asked Mr. Dulles to store some sensitive records from the National Security Council in the CIA Records Center [redacted] Every year since 1959 our Records Center has stored and serviced NSC records. At present we have 280 cubic feet of NSC documents. The most recent action was on 19 January 1969 when three separate groups of NSC files totaling 56 boxes were sent to us by Mr. Edward W. Roberts, the current NSC Records Management Officer in the Executive Office Building. 25X1
- b. In July 1964 [redacted] was transferred from CIA to Defense Intelligence Agency. The related records were transferred to DIA custody including 31 cubic feet from our Records Center. But, at that time DIA had no Vital Records storage facility and their Records Management Officer [redacted] requested CIA/RMO [redacted] to provide DIA with secure storage space for 5 cubic feet of these vital records. They are still in our storage. 25X1
- c. Since 1963 the National Archives and Records Service, GSA, has regularly requested [redacted] to address their Records Management Seminars five times a year. They consider him to be an outstanding authority on the Federal Vital Records Program. Similarly the National Security Agency has had him make three presentations at their Fort Meade Headquarters since 1965. Likewise, these speeches on emergency records planning have resulted in the current invitations to have him speak in New York in May 1969 at the Management Conference of Records Executives and in February 1969 at an American University Symposium. 25X1

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2. In August 1964 the General Services Administration, National Archives and Records Service, requested the cooperation of all Agencies to fund a National Bureau of Standards analysis of microfilm blemishes. Mr. Kirkpatrick authorized an Agency contribution of \$5,000 to the fund and this was done. This year they again have requested our participation in funding a similar analysis of paper products used for communications. They have found too many valuable World War II records disintegrating in the files. We may cooperate in this study as in the past.

3. Besides the foregoing regular support activities the members of the Agency Records Program are periodically called upon by Records Managers in other Agencies for assistance or comments on various developments such as publications and training programs. Recent requests for review and comment involved the latest GSA Workshop on designing "Forms for Automation", the Bureau of Standards manual on printing requirements for Optical Scanning forms, and the National Archives manual on Federal Correspondence.

25X1

CIA Records Administration Officer

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25X1 DDS/SSS/RAB [ ] (30 Jan 69)

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RAB Copy

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CONCURRENCE		X INFORMATION	SIGNATURE				
<b>Remarks:</b> <p style="text-align: center;">For Your Information.</p> <p>[redacted] accomplished a great deal with Mr. [redacted] on Historical and Archives analysis during his recent survey. He sees considerable work remaining in both areas.</p> <p>From him [redacted] I see it inevitable that we push for an Archives function somewhere in the Agency. It is an alternative to the storage plan which can remove about 45,000 cu. ft. (15,000 would be screened out and destroyed. 30,000 moved into the Archives. Half of the 30 would be permanent and the other half long-term,</p> <p style="text-align: center;">(see reverse side)</p> <p style="text-align: center;">FOLD HERE TO RETURN TO SENDER</p> <table border="1" style="width: 100%;"> <tr> <th>FROM: NAME, ADDRESS AND PHONE NO.</th> <th>DATE</th> </tr> <tr> <td>[redacted] Chief, RAB</td> <td>31 Jan 69</td> </tr> </table>				FROM: NAME, ADDRESS AND PHONE NO.	DATE	[redacted] Chief, RAB	31 Jan 69
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FORM NO.  
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Use previous editions

(40)

50-75 year items, and Presidential libraries).

It would require 2 to 4 to run plus 2 from each Directorate and DCI area. (plus 15 to 20,000 sq. ft. of floor). These are not historians-- but they would use its contents.

STAT Now that [ ] has completed his discussions  
STAT [ ] are developing this alternative in detail.